



Maine Community Development Association

**Thursday, December 10, 2020
11:30 a.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81055926347?pwd=Z1ZuR0pVaEd6SIV2cGludDgwOWY0dz09>

Meeting ID: 810 5592 6347

Passcode: 689259

GENERAL MEMBERSHIP MEETING MINUTES

1. Welcome and Introductions by Tracey Desjardins, President MCDA 2019-2021:


The meeting began at 11:30 a.m. The following were in attendance:

Tracey Desjardins, President	City of Gardner
Joella R. Theriault, Secretary	Northern Maine Development Commission
Stephen Dyer, Past President	Random Consulting, Inc.
Mathew Eddy, Treasurer	City of Biddeford
Nancy Ketch, Director	Town of Houlton
Scott Laflamme, Vice President	Town of Yarmouth
Darryl Sterling, Director	Economic Development Consultant
Jen Peters, Director	Sunrise County Economic Council
Scott Tilton, Member	Town of Chelsea
Marc Meyers, Member	City of Bath
Eric J. Roach, Member	City of Old Town
Tony Levesque, Member	Town of Fort Fairfield
Rosie Vanadestine, Member	Maine Development Foundation
Jeff Sneddon, Member	Kennebec Valley Council of Governments
Rodney Lynch, Member	Town of Thomaston
Deborah Johnson, Director	Office of Community Development
Gary Picard, Member	Town of Madawaska
Galen Weibley, Member	City of Presque Isle

2. **Approval of October 8, 2020 Meeting Minutes:** Moved by T. Levesque and seconded by N. Ketch to approve the meeting minutes as presented; motion passed.
3. **Treasurer's Report and Financials:** M. Eddy noted that the fund balance was down approximately \$2,000 partly due to reduced membership fees and increased general miscellaneous expenses. M. Eddy will submit a detailed breakdown of the general miscellaneous expenses for review. Moved by D. Sterling and seconded by N. Ketch to approve the financial report as presented; motion passed.
4. **Office of Community Development – Deborah Johnson:**
 - Fair Housing Audit: MCDA is the Advisory Committee for the CDBG Program. MCDA members could be contacted to document the Limited English Proficiency requirements for fair housing. J. Peters noted that SCEC does offer transition of English to Spanish as a language on their website; J. Theriault noted that when needed French is spoken to service area residents.
 - COVID 19 Rounds 2 and 3: The Office of Community Development signed the agreement with HUD for the COVID 19 CDBG Rounds 2 and 3 on December 10. The \$8,675,584 budget will be distributed as follows:
 1. Maine Housing will receive \$3,000,000 for supportive housing for the homeless
 2. Maine YMCA Alliance for Childcare will receive \$2,475,000 for scholarships for daycare
 3. Micro-Enterprise Program will receive \$2,000,000. This round has no geographical limitations; a maximum award of \$5,000; and applicants must prove loss due to COVID
 4. Special Projects: Funds must be used for COVID-related projects; such as a distillery making sanitizers
 - 2021 CDBG Program Statement: The draft is nearly completed and should be available by Friday or Monday at the latest. Major changes proposed include:
 - 1) Microenterprise Program, which follows the SBDC model for COVID and has a maximum of \$10,000 to be used for working capital only. Because of Davis Bacon requirements and difficulty in finding contractors, these funds cannot be used for construction purposes. The requirement can be amended next year if the program is not effective. Aroostook County is the administrator.
 - 2) A new set aside for Rural Housing of \$1,000,000 for the purpose of affordability. Many of the USDA 502 programs are coming to an end affecting the affordability of housing facilities. Genesis Loan Fund will be the Program Manager and Galen Weibley of the City of Presque Isle will be the fiduciary for this program.
 - 3) The Economic Program will have a maximum of \$250,000 for working capital for existing businesses and \$100,000 for new business start-ups. Again the reasons for no construction projects is due to the new Section 3 requirements and the Davis Bacon wage rates. Also, D. Johnson noted that applications will be scrutinized to assure that the same applicants are not 'coming back time after time'. Applicants requesting CDBG funds will also need to submit a letter from a financial institution demonstrating that a loan is not feasible and the CDBG request is truly a "gap" financing request.

- 2021 CDBG Funds: Application deadlines will be delayed however funding availability will remain as a July 1 deadline for funds. CDBG funds for 2021 may be level or increased funding from the 2020 appropriation. Applications will be accepted via scan and email rather than paper mailings.
 - NBRC State Capacity Grant: The Office of Community Development secured a \$187,500 grant from the Northern Border Regional Commission (NBRC) to provide technical assistance to applicants wishing to submit an NBRC application. The goal is to provide technical assistance to better focus the NBRC funds. Charlotte Mace is the NBRC Liaison.
 - Connect ME Authority: Discussions included; connecting internet for children who can't afford internet and free tablet for 3 months for seniors offered by the National Digital Equity Center.
5. **Secretary's and Newsletter Report – Joella R. Theriault:** The next quarterly newsletter covers October-December 2020. The newsletter for this period normally covers information on MCDA's guest speakers and workshops; however, because of COVID 19 there were no guest speakers nor workshops offered. The newsletter will cover most of the topics discussed for the 2021 CDBG program as well as other newsworthy articles from around the state. All articles should be submitted by December 31 for publication on or about January 7, 2021.
 6. **Membership Report – Tony Levesque:** As of December 8, 2020, there were 36 members and 5 unpaid members.
 7. **Professional Development Committee Report – Scott LaFlamme:** A survey to determine a topic for a remote workshop will be sent out to the membership within the next couple of weeks.
 8. **Next Meeting Date: February 11, 2021 at 10:00 a.m.**
 9. **Other:** T. Levesque noted Mike Baran's passing about a year ago (12/20/2019) and wanted to acknowledge his leadership and support for MCDA.
 10. **Adjourn:** Moved by J. Peters and seconded by M. Eddy to adjourn. The meeting adjourned at 12:35 p.m.

Sincerely,


Joella R. Theriault

Joella R. Theriault
MCDA Secretary